APPENDIX

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THE LIBRARY OF CONGRESS EQUAL EMPLOYMENT OPPORTUNITY PLAN OF AFFIRMATIVE ACTION FOR FISCAL YEAR 1976

Preface

The Library of Congress Affirmative Action Plan for Fiscal Year 1976 is a part of a comprehensive long-range effort to promote equal employment opportunity through programs designed to provide a maximum opportunity for all employees to perform at their highest potential, through the achievement of the following goals:

A. To insure and promote employment opportunity for all employees and applicants in practice as well as in principle through research, analysis, and improvement, where warranted, of all personnel policies, practices, and procedures; and subsequently to see to it that personnel practices and procedures are an accurate reflection of the stated personnel policies.

B. To promote efficiency and effectiveness in the Library through the development of organizational climates in which each staff member is encouraged and assisted to achieve and contribute at his or her maximum potential; and

C. To promote the inclusion of minorities and women in all categories and grade levels of Library employment in the proportions which reasonably would be expected on the basis of the availability of qualified minority group members.

This Affirmative Action Plan establishes five Priority Objectives for accomplishment during fiscal year 1976 and continues commitments made in prior Affirmative Action Plans until completed. Progress achieved toward the Priority Objectives and in Continuing Programs will be reported in the Semiannual Progress Reports on Affirmative Action scheduled for publication in January 1976 (for the period July 1-December 31, 1975) and in July 1976 (for the period January 1-June 30, 1976).

Priority Objective 1
EXPAND AFFIRMATIVE ACTION TRAINING, APPRAISAL, AND PROMOTION PROGRAM (TAP)

The Affirmative Action Training, Appraisal, and Promotion Program (TAP), initiated in fiscal year 1974 and expanded in fiscal year 1975, will be continued. In contrast to earlier years, however, when competition for positions under the TAP Program was intra-departmental (i.e. restricted to potential applicants within the department where the position was located), competition for all TAP positions will be conducted on a Library-wide basis. Thus, any employee in any department of the Library may compete for any TAP position posted, regardless of departmental location. The basic procedures of the Library-wide program are the following.*

A. Announcements and Applications

1. Each position will be announced on a TAP Vacancy Announcement form which will be distributed throughout the Library. The posting will identify the position and its departmental location, summarize the duties and responsibilities of the position, specify minimum qualification requirements, and indicate the primary factors on which a selection will be based. Eligibility will include one year in the Library in a permanent or indefinite status.

2. A standard form LW 16/56 (Application for Posted Vacancy) must be completed by each applicant and turned in to the TAP Program Coordinator, Office of the Director of Personnel, no later than the closing date shown on the posting.

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*The positions in Congressional Research Office's Program Crossover will be open to Library-wide competition, but the program will operate on a slightly modified time schedule and under procedures previously approved for use in the program.

B. Selection Procedures

1. Each application form will be reviewed by the Placement and Classification Office to determine if minimum qualifications have been met. If they have not been met, the application form will be returned to the applicant along with the appropriate explanation. If minimum qualifications have been met, the TAP Program Coordinator will request a performance evaluation from the applicant's supervisor.

2. All application forms and supervisory evaluations will be reviewed by a Departmental Selection Panel consisting of the TAP Program Coordinator, or his designee, the department's representative on the Librarian's Affirmative Action Advisory Committee or his or her designee, and a departmental staff member who is fully knowledgeable about the work to be performed in the posted position. The third panel member shall not, however, be the supervisor of the position. Using selection factors shown on the posting, the Departmental Selection Panel will rate all applicants. The 12 best-qualified applicants will then be interviewed. From these 12 applicants, the top three will be chosen.

3. The names of the top three applicants, along with all supporting documents, will be forwarded to the department director who, following consultation with the supervisor, will make the final selection.

4. If the number of applicants who met the minimum qualification requirements is less than 12, all applicants will be interviewed by the Departmental Selection Panel.

5. If the Departmental Selection Panel finds that fewer than three applicants are sufficiently qualified to perform the duties and responsibilities of the position, it may elect to suspend the requirement that the three best qualified be recommended. If no selection is made, at his or her discretion, the department director may decide to re-post the position.

C. Offer of Training Agreement and Reassignment

The department director will offer an Affirmative Action Training, Appraisal, and Promotion Agreement to the successful applicant who, upon acceptance, will be reassigned to the training position. The supervisor of the position will prepare a specific statement of the training needed in view of the trainee's particular background, and forward it to the department director.

Each training agreement will include a provision for supervisory evaluation of the selectee's progress every three months during the period covered by the agreement. An agreement may be modified as the progress of the trainee or other conditions warrant.

D. Failure to Complete Training Requirements

If a trainee fails to complete the requirements specified in the agreement, he or she will be returned to his or her former position, or to a similar position at the same grade. Such actions are not considered adverse and are therefore not appealable.

E. Fiscal Year 1976 Goals

The Library is committed to establishing a minimum of 48 Training Agreements during fiscal year 1976. These include four new positions to be established in the Congressional Research Service under its Crossover and Para-professional Programs. The positions, to be offered in two phases during the fiscal year, are as follows:

Administrative Department	5
Copyright Office	10
Reference Department	10
Congressional Research Service	4
Processing Department	18
Law Library	1
TOTAL	48

Action Items	Responsibility	Schedule
A. Announce and post Phase I TAP positions	Department	September 1, 1975

	TAP Coordinator Placement & Classification	
B. Complete Phase I TAP selections	Departmental Selection Committees Departments	November 1, 1975
C. Develop Training Agreements for Phase I TAP selectees	Departments TAP Coordinator Training Office	December 1, 1975
D. Announce and post Phase II TAP positions	Departments TAP Coordinator Placement & Classification	February 15, 1976
E. Complete Phase II TAP selections	Departmental Selection Committees Supervisors Department Directors	April 15, 1976
F. Develop Training Agreements for Phase II selectees	Departments TAP Coordinator Training Office	May 15, 1976

Priority Objective 2
DEVELOP AND IMPLEMENT PROGRAMS TO INCREASE THE NUMBERS OF SPANISH-SURNAMED APPLICANTS

During this fiscal year, the Library will continue to work with representatives of the Spanish-surnamed to develop concrete programs designed to increase opportunities for employment and upward mobility for the Spanish-surnamed in the Library.

Action Items	Responsibility	Schedule
A. Prepare Spanish language flyer on general opportunities at the Library of Congress.	Spanish Coordinator Placement & Classification	September 1975
B. Conduct a Library of Congress "Job Opportunity Fair" in Spanish community in the Washington Metropolitan Area.	Spanish Coordinator Placement & Classification Personnel Office	October 1975
C. Identify potential sources of applicants in locations outside the Washington Metropolitan Area.	Spanish Coordinator and continuing	July 1, 1975

Priority Objective 3
RESEARCH AND ANALYZE PERCEIVED DEGREE OF CORRELATION BETWEEN THE TUITION SUPPORT PROGRAM AND THE RELEVANT ASPIRATIONS OF EMPLOYEES

The Library will survey all Tuition Support Program participants, past and present, to see to what degree the program meets the participants' needs and aspirations. The findings will be used to adjust the program to the needs of the participants.

Action Items	Responsibility	Schedule
A. Conduct research and publish findings	*ADEP Training Office	July 1, 1975 through December 31, 1975

*Assistant Director of Personnel for Equality Programs

Action Items	Responsibility	Schedule
B. Draft recommended Library of Congress policy.	Training Office	March 31, 1976

Priority Objective 4
RESEARCH THE FEASIBILITY OF RESTRUCTURING CURRENT POSITIONS SO AS TO CREATE NEW PARA-PROFESSIONAL OPPORTUNITIES FOR NON-PROFESSIONAL EMPLOYEES

The Library will analyze the qualifications requirements for a selected number of professional positions with the objective of promoting upward mobility of non-professional employees through job restructuring and creation of para-professional positions. An outside consultant may be utilized to assist the Library in this effort.

Action Items	Responsibility	Schedule
A. Conduct study	ADEP	August 1, 1975 through March 15, 1976
B. Submit proposal for new para-professional positions	ADEP	April 1, 1976

Priority Objective 5
DEVELOP AND IMPLEMENT ADDITIONAL PROGRAMS TO INCREASE THE AWARENESS OF THE OPPORTUNITIES FOR WOMEN IN THE LIBRARY OF CONGRESS

Action Items	Responsibility	Schedule
A. Establish more part-time positions at the Library of Congress	Federal Women's Program Coordinator Personnel Office Department Directors	September 1975
B. Assist the LC day care task force in developing a proposal for the establishment of day care facilities for children of Library employees.	Federal Women's Program Coordinator	November 1975
C. Establish annual departmental statistical progress report on the status of women and minorities.	Federal Women's Program Coordinator Department Directors	November 1975
D. Establish career counseling for women	Federal Women's Program Coordinator Training Office	January 1976

CONTINUING PROGRAMS

A. **Training For Supervisors In Affirmative Action**: The Training Office will develop a new and more comprehensive program to train supervisors in their responsibilities under the TAP Program. (Training Office).

B. **Career Development Counseling**: This program, designed to help all interested employees develop realistic career goals based on their knowledge, aptitudes, abilities, skills, and interests, will be continued. Such counseling will be required of all employees participating in the Tuition Support Program. (Training Office)

C. **Federal Women's Program**: Continuing programs will include (a) research on the status of women at the

Library of Congress to help identify problem areas and make recommendations; (b) a review of personnel policies as they particularly affect women; (c) a speakers program, and (d) training for supervisors on matters relating to the women's program. (Federal Women's Program Coordinator)

D. **Typing, Shorthand and Secretarial Skills**: The basic typing and shorthand courses will be broadened to include instruction in secretarial skills, e.g. correct English usage and English composition. (Training Office)

E. **Communication Skills Course**: A short course in oral and written communication skills will be developed and offered to employees. (Training Office)

F. **Validation of Selection Procedures**: The Library will continue to conduct validity studies of personnel selection procedures. These will include tests, job qualifications requirements, interviews, application blanks, and reference checks. (ADEP)